



HRLAD

Time and Leave Administration

Chapter 6 – System Generated Leave Quota Corrections



System Generated Leave (Quota) Corrections FACTS

- Leave (Quota) Corrections, Infotype 2013, should only be used to increase or decrease an existing absence quota balance.
- Always verify in Infotype 2006 (Absence Quotas) or PT50 (Quota Overview) that a quota exists for the quota type with a valid end date of 12/31/9999 with the exception of Family Medical Leave before creating a quota correction. The valid end date for Family Medical Leave is always December 31 of the calendar year. Infotype 2006 must always be created before creating Infotype 2013.
- If no quota exists with an end date of 12/31/9999 or Family Medical Leave with an end date of 12/31/xxxx, you must create it in Transaction PA61 (Maintain Time Data), Infotype 2006 (Absence Quotas) before creating a quota correction.

The system generated Absence Quotas (annual, sick, holiday/birthday, compensatory time, etc.) are based on the statewide eligibility criteria.



System Generated Leave (Quota) Corrections FACTS

- The preferred and easiest method to create absence quotas is to let the system generate the first accrual in time evaluation to establish both a deduction and valid begin and end date with the exception of Family Medical Leave and Catastrophic Leave.
- Leave (Quota) corrections will reduce or increase the employee's entitlement total.
- Incorrect timesheet entries must be corrected in CATS if in the current payroll fiscal year. If entries were made in a prior fiscal year, a quota correction must be performed.
- **Documentation must be kept for the reason the quota correction was made for audit purposes.**

System Generated Leave (Quota) Corrections



Instances where this infotype will need to be created are:

- 1) During Audit an error is discovered in accrued absence quota beyond the fiscal year.
- 2) Employees transferring from non-participating agencies where the absence quota balance is accepted by the receiving agency. If the system has not generated a quota, create Infotype 2006 (Absence Quotas) before creating Infotype 2013 (Quota corrections).
- 3) Employees rehired within two pay periods where the employee must pay back annual lump sum payout.

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Annual leave accrual rate for every eligible employee is based on a Seniority date (years of State service). Sick leave for full-time employees is 8.0 hours. Part-Time employees accrue annual and sick leave at a proportionate rate for each calendar month.

Accrual rates will change on the first day of the month following eligibility for the next higher annual accrual rate.

Leave Without Pay (LWOP) hours determine the eligibility for sick and annual leave accrual.

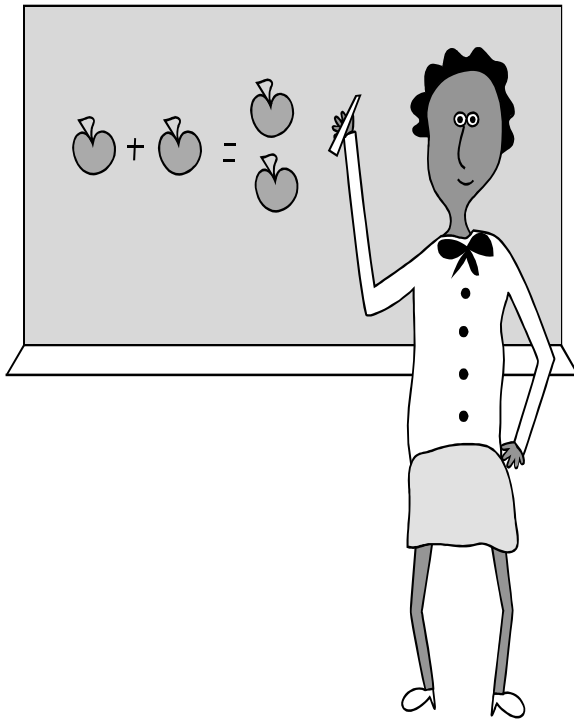
System Generated Leave (Quota) Corrections

Instances where this infotype will need to be created are:

- 4) Employee has received compensation through Workers' Compensation in addition to being compensated by their own leave.
- 5) Re-instatement – When an employee is reinstated with all benefits restored.
- 6) Family Medical Leave.



System Generated Leave (Quota) Corrections



Eligibility should be researched before making quota corrections in the AASIS System

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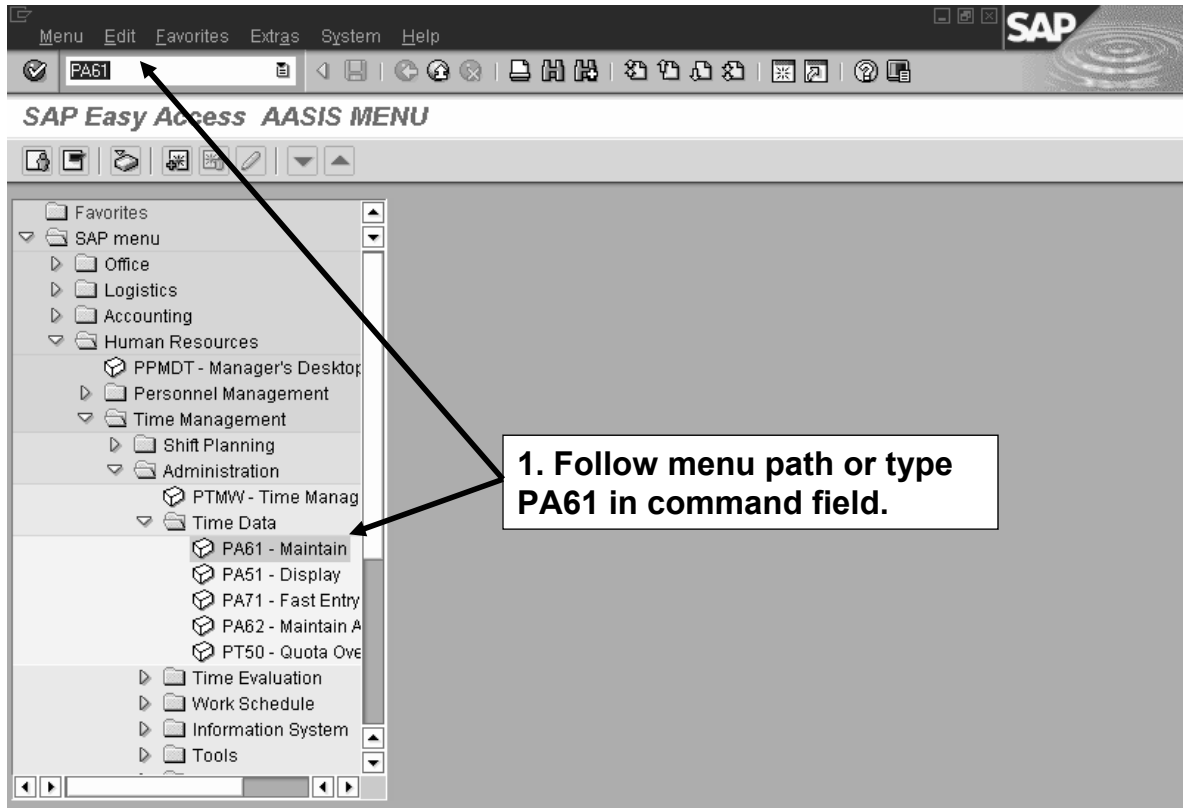
Accruals for annual and sick occurs on the 15th and the last day each month and is credited to the employee on the last day of the month.

Accrued leave (annual and sick) that occurs on the 15th of each month is not transferred to the quota until the end of the month to determine eligibility based on the 10 day LWOP rule.

Note: When making adjustments to an employee's system generated quota(s), the quota will not update until a successful time evaluation has run.

Remember proper documentation must be maintained for audit purposes.

PA61 - System Generated Quota Corrections



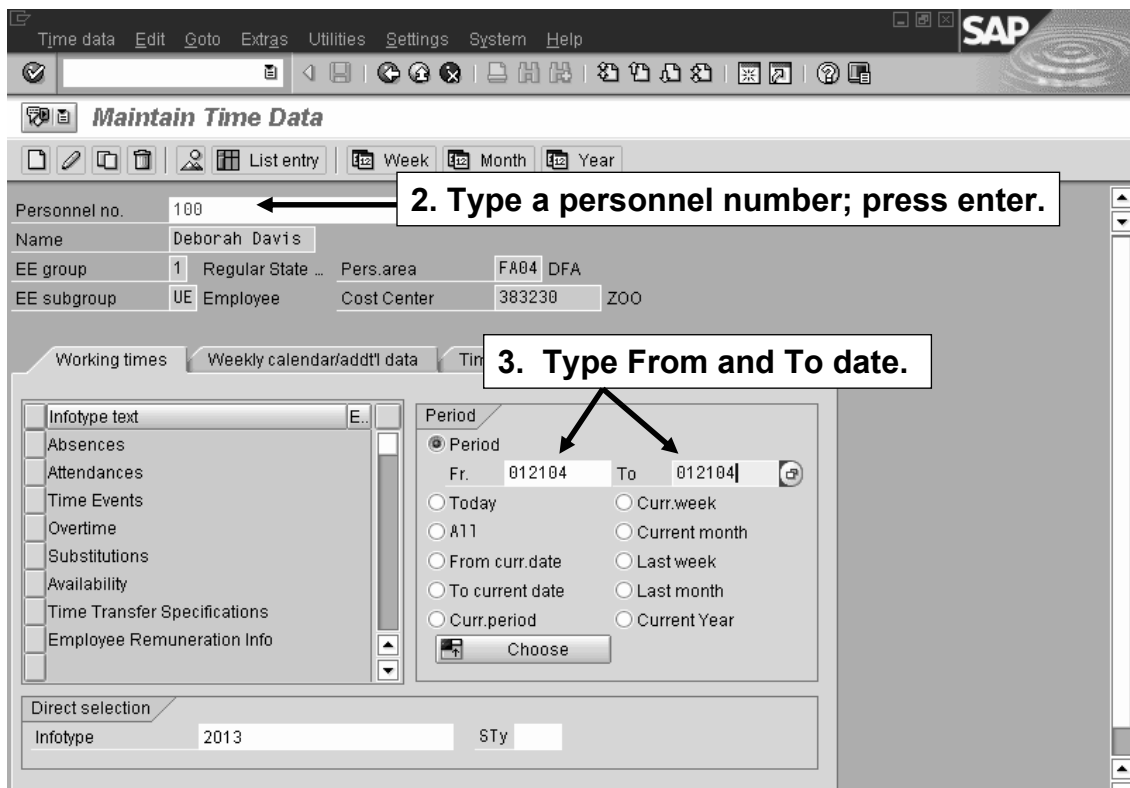
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Menu path:

**Human Resources > Time Management >
Administration > Time Data > Maintain.**

PA61 - System Generated Quota Corrections



The screenshot shows the SAP PA61 - Maintain Time Data screen. The menu bar includes Time data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The toolbar contains various icons for document, list, and navigation. The main area is titled 'Maintain Time Data' and includes tabs for List entry, Week, Month, and Year. The 'List entry' tab is active, showing fields for Personnel no. (100), Name (Deborah Davis), EE group (1 Regular State ...), Pers.area (FA04 DFA), EE subgroup (UE Employee), and Cost Center (383230 ZOO). A callout box labeled '2. Type a personnel number; press enter.' points to the Personnel no. field. Below this, the 'Working times' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has radio buttons for Today, Curr.week, All, Current month, From curr.date, Last week, To current date, Last month, Curr.period, and Current Year. A 'Choose' button is at the bottom. A callout box labeled '3. Type From and To date.' points to the 'Fr.' and 'To' date fields, which are currently empty. At the bottom, the 'Direct selection' section shows 'Infotype' set to '2013' and 'STy'.

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When making quota corrections for leave adjustment, it is recommended to use the current day for the correction.

PA61 - System Generated Quota Corrections

Maintain Time Data

Personnel no. 100
 Name Deborah Davis
 EE group 1 Regular State ... Pers.area FA04 DFA
 EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E...
 Absences
 Attendances
 Time Events
 Overtime
 Substitutions
 Availability
 Time Transfer Specific
 Employee Remunerat

Period
 Fr. 012104 To 012104
☒ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ Last month ☐ Current Year

Direct selection
 Infotype 2013 STy |

4. Type 2013 in the 'Infotype' field.

5. Type a subtype or choose from the drop-down list.

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If you entered a subtype, skip to step 7. If you chose the drop-down list, proceed with step 6.



PA61 - System Generated Quota Corrections

SAP

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Subtypes for infotype "Quota Corrections" (1) 10 Entries Found

Restrictions

Personnel no. 100
Name Deborah Davis
EE group 1 Regular State ... Pers.area
EE subgroup UE Employee Cost Center

Work

Infotype text E...

Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Direct selection
Infotype 2013

Period
Pe
Fr
To
Al
Fr
To
Ct

| ESG | PSG | AQT... | Quota text |
|-----|-----|--------|-------------------------|
| 1 | 50 | 01 | Annual Leave |
| 1 | 50 | 02 | Sick Leave |
| 1 | 50 | 03 | Compensatory Time |
| 1 | 50 | 04 | Compensatory Time (1.5) |
| 1 | 50 | 05 | Holiday Leave |
| 1 | 50 | 07 | Employee Birthday |
| 1 | 50 | 08 | Catastrophic Leave |
| 1 | 50 | 10 | Family Medical Leave |
| 1 | 50 | 15 | Compensatory Time @ 1.0 |
| 1 | 50 | 16 | Compensatory Time @ 1.5 |

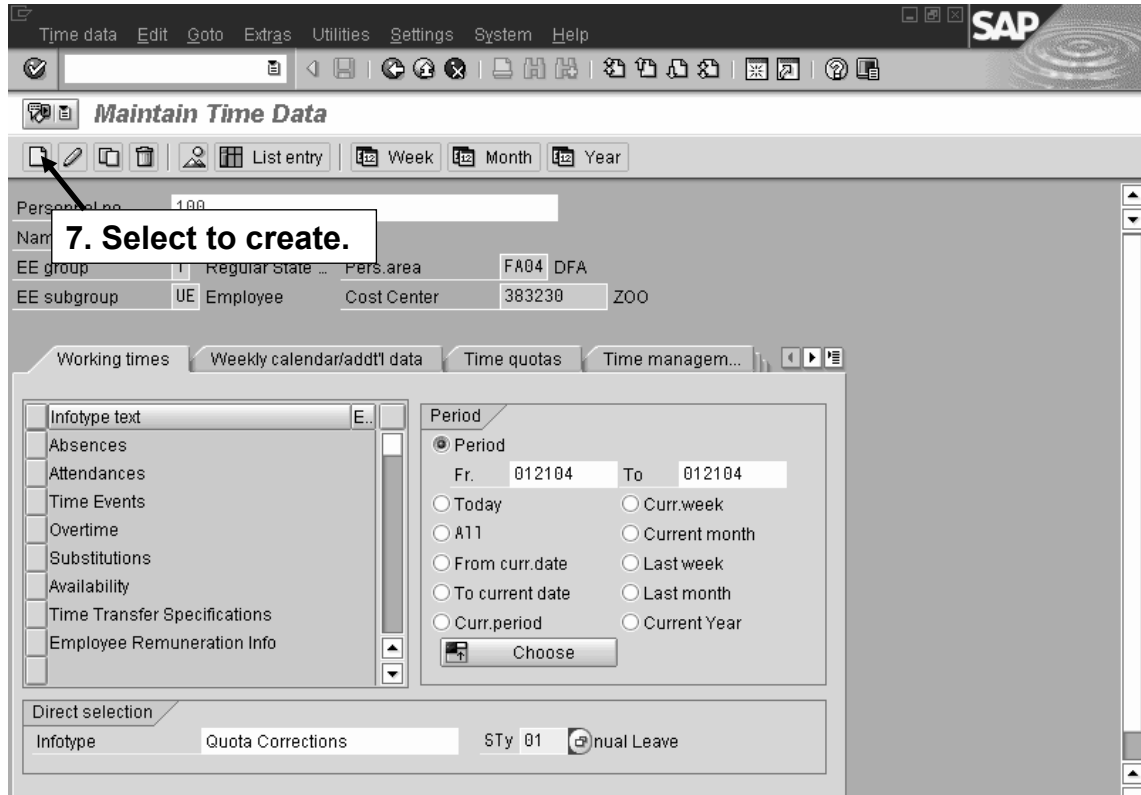
10 Entries Found

6. Double-click the appropriate leave.

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PA61 - System Generated Quota Corrections



7. Select to create.

Personnel No. 100

Name

EE group Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383230 ZOO

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

Fr. 012104 To 012104

Today Curr.week

A11 Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype Quota Corrections STy 01 Annual Leave

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PA61 - System Generated Quota Corrections

SAP

Create Quota Corrections

Personal work schedule | Activity allocation | Cost assignment | External services

| | | | | | |
|--------------|-----------------------|--------------|-------------|--------|--------|
| Personnel No | 100 | Name | Deborah... | Status | Active |
| EE group | 1 Regular State Em... | Personnel ar | FA04 | DFA | |
| VWS rule | MF01 5x8 Mond... | SSN | 012-66-0875 | | |
| Start | 01/21/2004 | | | | |

Absence quota type: 01 Annual Leave

Change accrual entitlement

Quota number: Hours

- ☒ Increase generated entitlement
- ☐ Reduce generated entitlement
- ☐ Replace generated entitlement

Change transfer time

Transfer: Do not change transfer time

Note: These fields will default based on the previous screen entry.

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PA61 - System Generated Quota Corrections

Infotype Edit Goto Extras System Help

Create Quota Corrections

Personal work schedule Activity allocation Cost assignment External services

Personnel No 100 Name Deborah... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

WVS rule MF01 5x8 Mond... SSN 012-66-0875

Start 01/21/2004

Absence quota type 01 Annual Leave

Change accrual entitlement

Quota number 8 Hours

☒ Increase generated entitlement

☐ Reduce generated entitlement

☐ Replace generated entitlement

Change transfer time

Transfer Do not change transfer time

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Note: Minutes must be entered in fractions of an hour. (15 min = .25; 30 min. = .50; 45 min. = .75)

The amount entered in this field will either increase or decrease the existing quota and the entitlement in Transaction PT50- Quota Overview.

If you are reducing hours, do not put a minus sign in the 'Quota number' field.



PA61 - System Generated Quota Corrections

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Always use the 'Increase generated entitlement' radio button to increase a quota and Always use 'Reduce generated entitlement' to reduce a quota amount.

DO NOT select the 'Replace generated entitlement' radio button! AASIS is not using this option at this time.

PA61 - System Generated Quota Corrections

Create Quota Corrections

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No: 100 Name: Deborah... Status: Active
 EE group: 1 Regular State Em... Personnel ar: FA04 DFA
 WVS rule: MF01 5x8 Mond... SSN: 012-66-0875
 Start: 01/21/2004

Absence quota type: 01 Annual Leave

Change accrual entitlement

Quota number: 8 Hours

☒ Increase generated entitlement
☐ Reduce generated entitlement
☐ Replace generated entitlement

Change transfer time

Transfer: Do not change transfer time
 Do not change transfer time
 Transfer collected entitlement immediately
 Only transfer quota correction immediately

10. Select 'Only transfer quota correction immediately'.

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PA61 - System Generated Quota Corrections

Infotype Edit Goto Extras System Help

Create Quota Corrections

11. Select to validate. 12. Select to save.

Personal work schedule assignment External services

Personnel Name: Deborah... Status: Active

EE group: 1 Regular State Em... Personnel ar: FA04 DFA

WS rule: MF01 5x8 Mond... SSN: 012-66-0875

Start: 01/21/2004

Absence quota type: 01 Annual Leave

Change accrual entitlement

Quota number: 8.00000 Hours

☒ Increase generated entitlement
☐ Reduce generated entitlement
☐ Replace generated entitlement

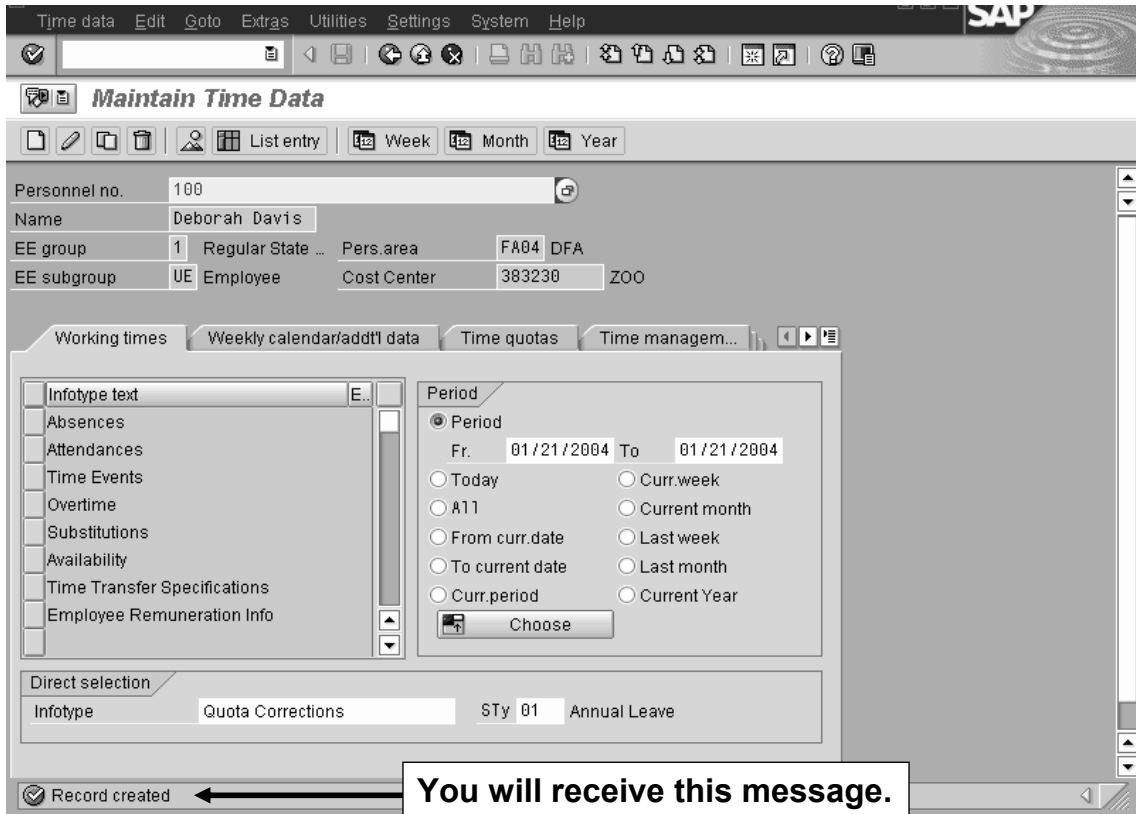
Change transfer time

Transfer: Only transfer quota correction immediately

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PA61 - System Generated Quota Corrections



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Verify results in Transaction PT50 (Quota Overview) after the next successful time evaluation. After the quota has updated, absence types for the quota can be entered in CATS.



FAMILY MEDICAL LEAVE

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CREATE FAMILY MEDICAL LEAVE QUOTA FACTS

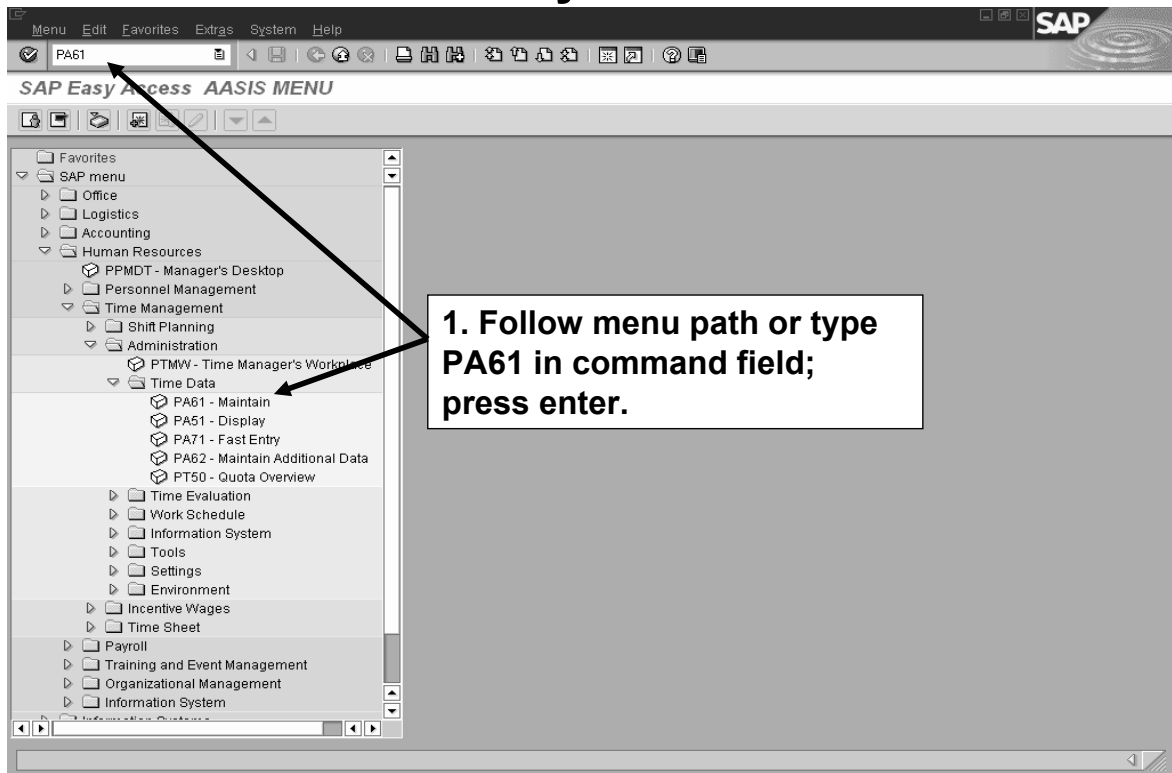
- The Family Medical Leave quota is created in Transaction PA61 (Maintain Time Data) on Infotype 2006 (Absence Quotas) to establish the quota deduction and validity dates.
- To add hours to the Family Medical Leave quota, you must create Infotype 2013 (Quota Corrections).
- A successful time evaluation must occur to update the quota balance before entering absence types in CATS.
- Family Medical Leave cannot be used on the date it is created. The quota must be created using a day prior to the date you will enter the absence type in CATS.
- The end date for Family Medical Leave will always be December 31 of the calendar year you are creating the quota.



CREATE FAMILY MEDICAL LEAVE QUOTA FACTS

- Always verify quota and balance in PT50 (Quota Overview) before creating quotas, increasing or reducing quotas or making timesheet entries in CATS for Family Medical Leave.
- The Family Medical Leave quota should only be created after the manual approval process occurs.
- Failure to create Infotype 2006 (Absence Quotas) before Infotype 2013 (Quota Corrections) will result in:
 - Multiple lines of Family Medical Leave quota reflected in Infotype 2006 (Absence Quotas), PT50 (Quota Overview) and the Remuneration Statement.
 - A time evaluation error message (20) will generate for each timesheet entry for Family Medical Leave.

PA61 - Create Family Medical Leave Quota

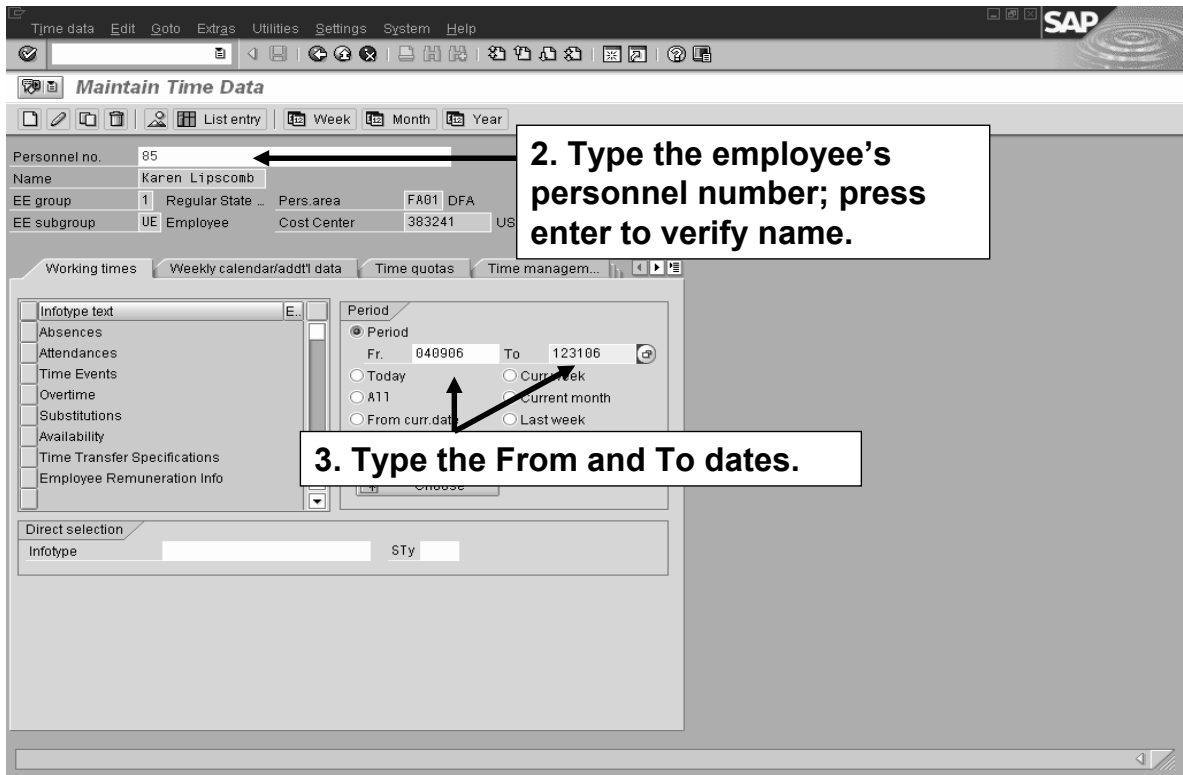


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The menu path is Human Resources > Time Management > Administration > Time Data > Maintain.

PA61 - Create Family Medical Leave Quota



2. Type the employee's personnel number; press enter to verify name.

3. Type the From and To dates.

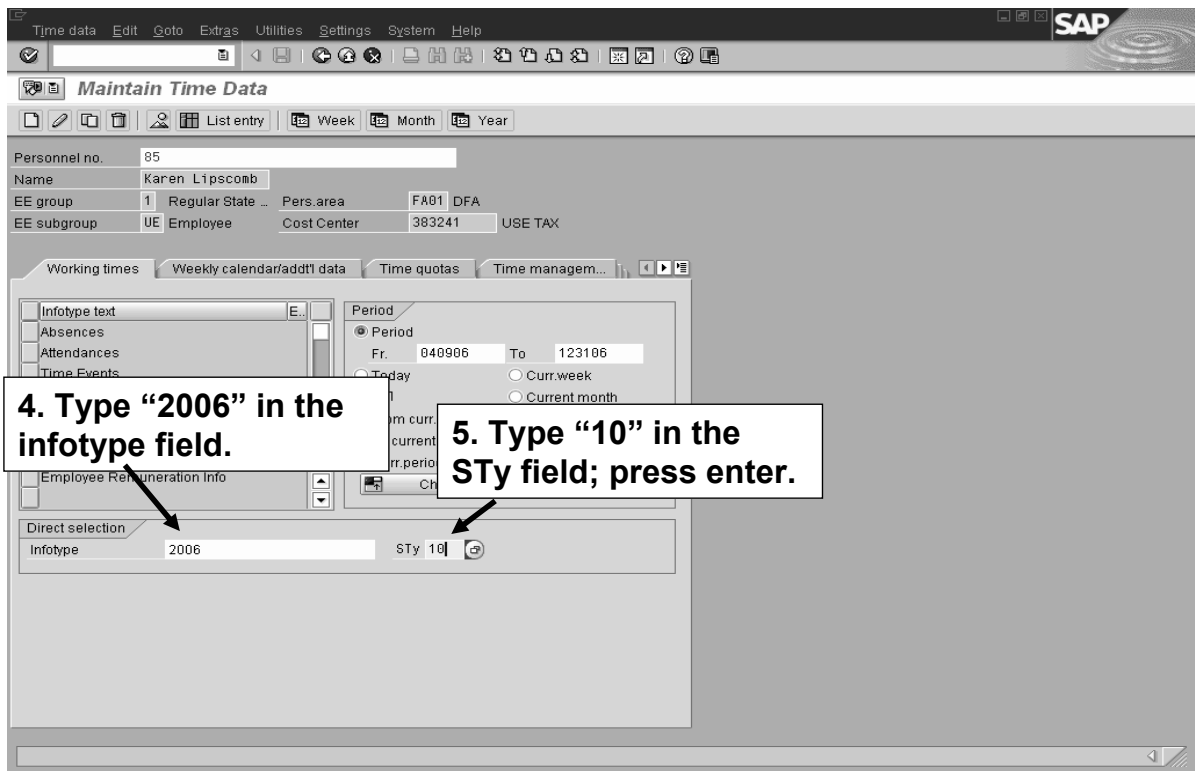
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Family Medical Leave (FML) is created for one (1) calendar year.

Each year an employee is eligible for Family Medical Leave, a new quota must be created.

PA61 - Create Family Medical Leave Quota



4. Type "2006" in the infotype field.

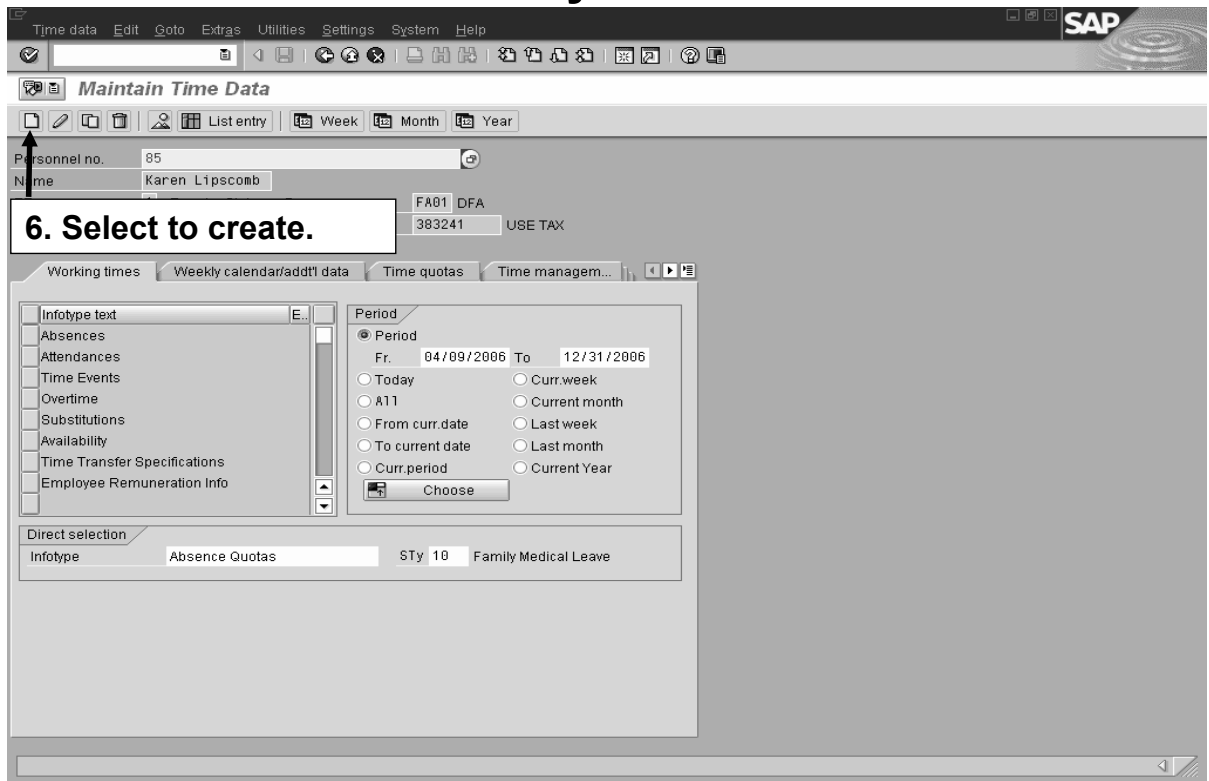
5. Type "10" in the STy field; press enter.

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2006 represents Absence Quota infotype and 10 represents the sub-type Family Medical Leave.

PA61 - Create Family Medical Leave Quota



6. Select to create.

Personnel no. 85
Name Karen Lipscomb
FA01 DFA
383241 USE TAX

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

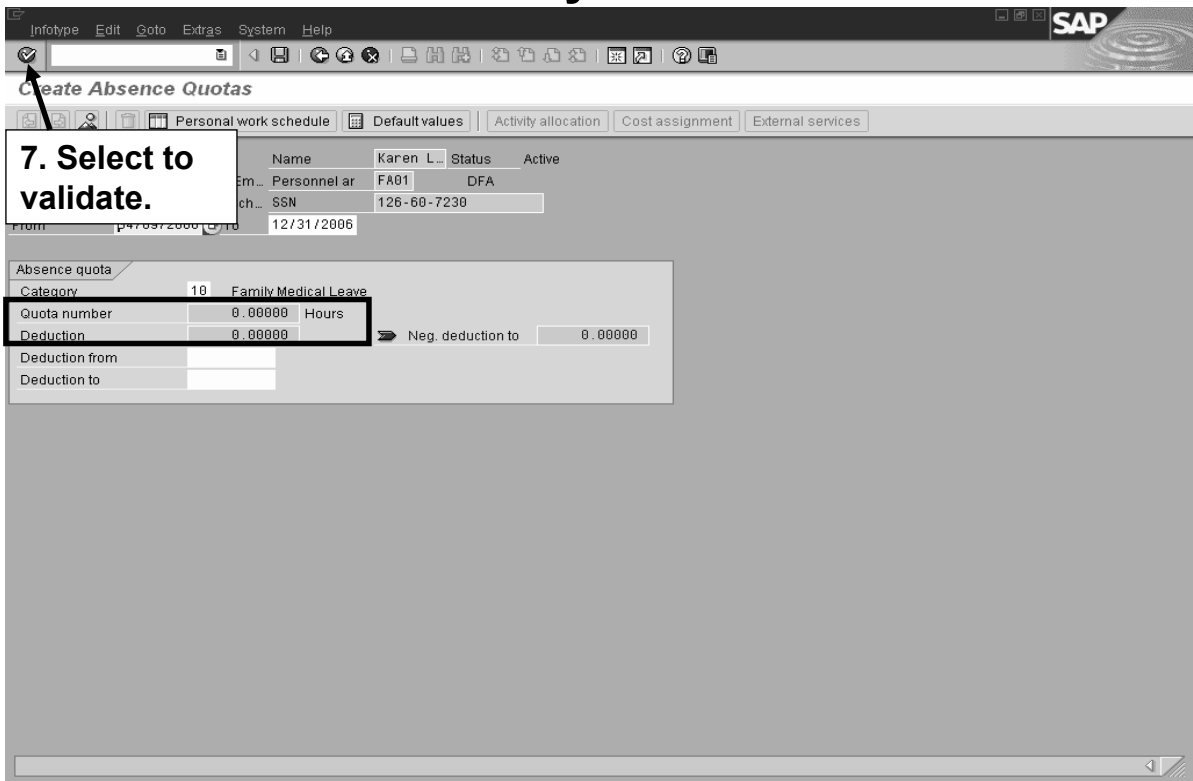
Period
Fr. 04/09/2006 To 12/31/2006
Today Curr.week
A11 Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Quotas STy 10 Family Medical Leave

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PA61 - Create Family Medical Leave Quota



7. Select to validate.

| Absence quota | | |
|----------------|---------|---------------------------|
| Category | 10 | Family Medical Leave |
| Quota number | 0.00000 | Hours |
| Deduction | 0.00000 | Neg. deduction to 0.00000 |
| Deduction from | | |
| Deduction to | | |

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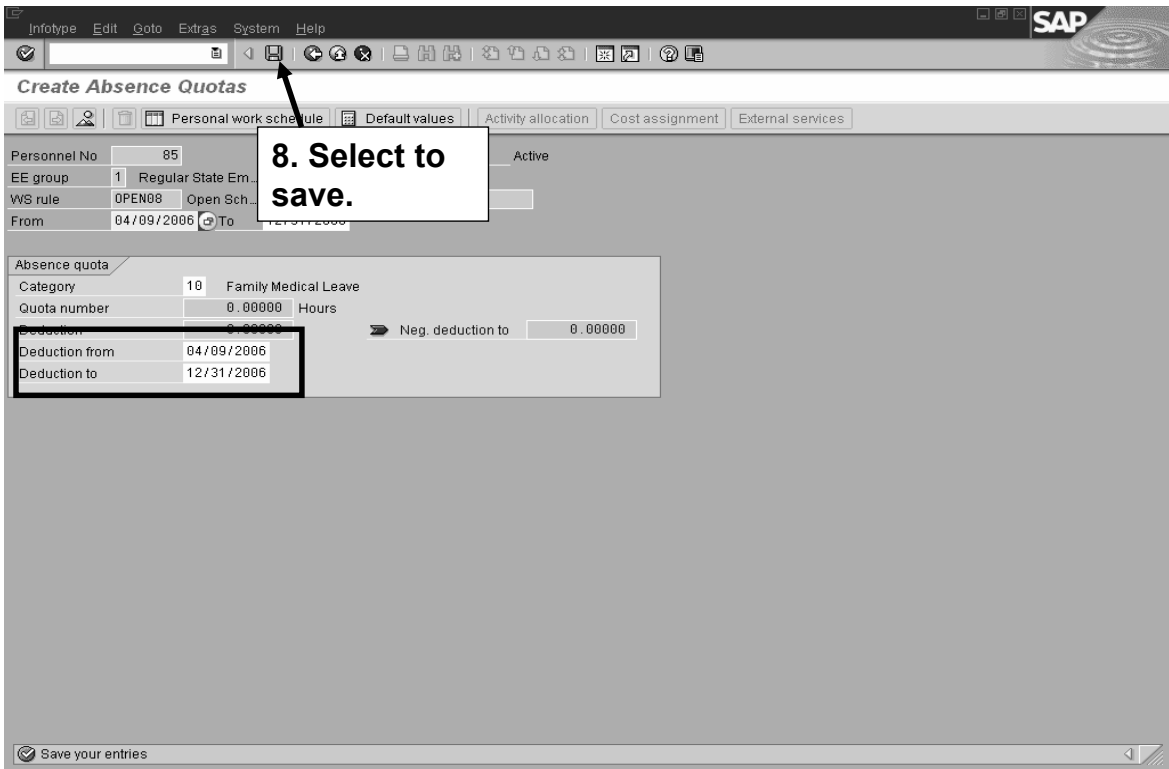
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When creating this quota, the Quota Number and Deduction fields are grayed out and no entries are allowed.

After creation of Infotype 2013 (Quota Corrections) the hours will populate in the 'Quota number' field.

After absence types for Family Medical Leave have been entered into CATS and all time processes are performed, the number of hours used will populate the 'Deduction' field.

PA61 - Create Family Medical Leave Quota



8. Select to save.

Personnel No 85
 EE group 1 Regular State Em.
 WVS rule OPEN08 Open Sch.
 From 04/09/2006 To 12/31/2006


Absence quota
 Category 10 Family Medical Leave
 Quota number 0.00000 Hours
 Deduction from 04/09/2006
 Deduction to 12/31/2006

Neg. deduction to 0.00000

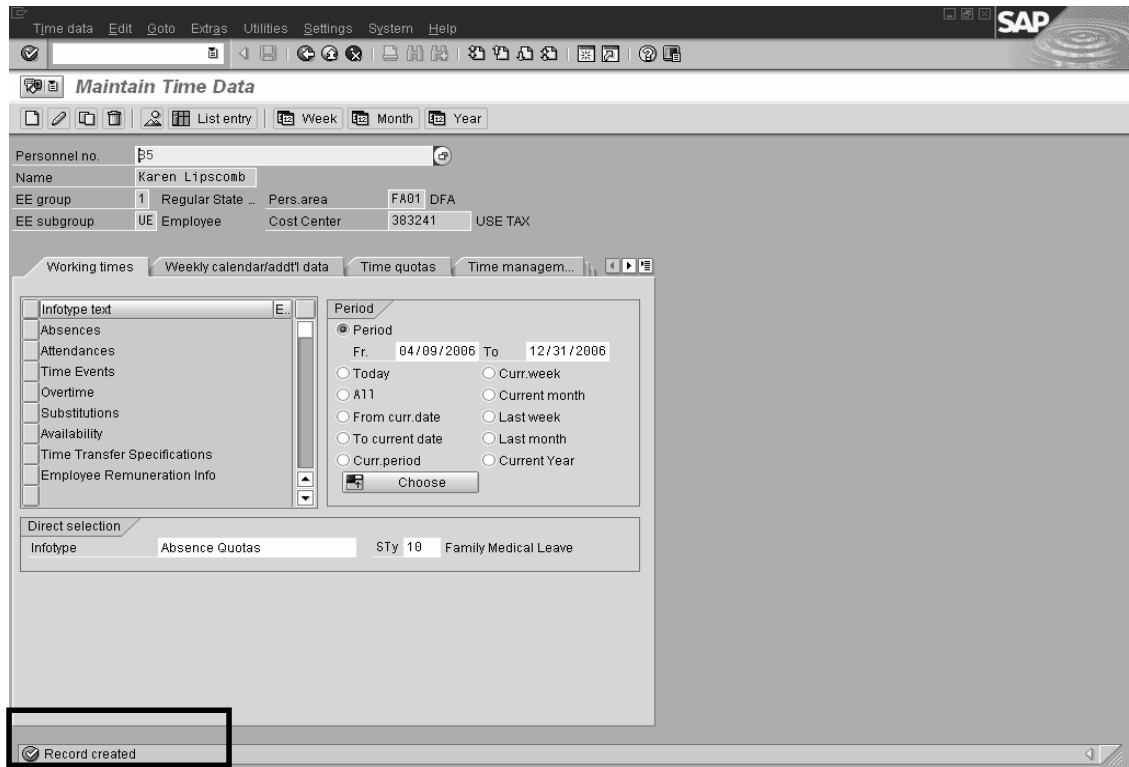
Save your entries

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After you have selected the enter icon  , the validity period of the Family Medical Leave record is populated in the ‘Deduction From’ and ‘Deduction To’ fields.

PA61 - Create Family Medical Leave Quota



The screenshot shows the SAP PA61 - Create Family Medical Leave Quota screen. The top menu bar includes Time data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main window is titled 'Maintain Time Data' and has tabs for List entry, Week, Month, and Year. The 'List entry' tab is active. The screen displays the following information:

- Personnel no.: 5
- Name: Karen Lipscomb
- EE group: 1 Regular State
- Pers. area: FA01 DFA
- EE subgroup: UE Employee
- Cost Center: 383241
- USE TAX

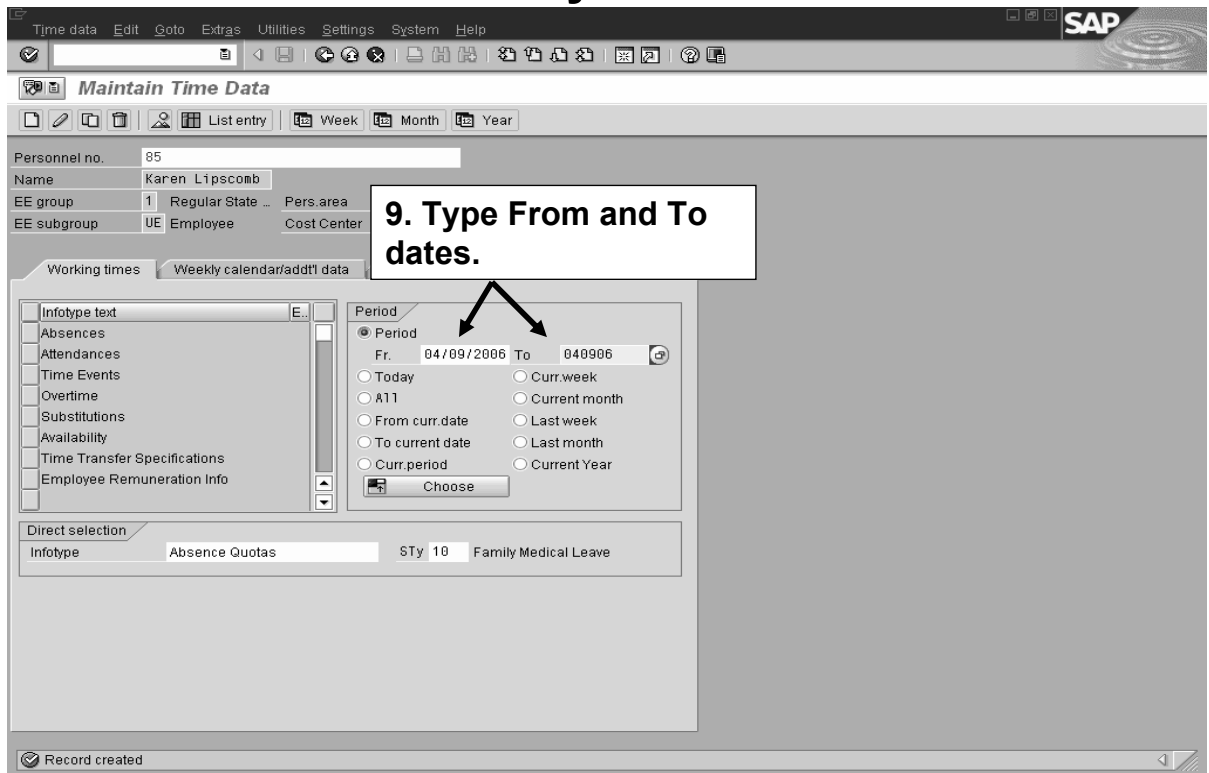
The 'Working times' tab is selected, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area shows the date range from 04/09/2006 to 12/31/2006. The 'Direct selection' section shows the infotype 'Absence Quotas' with a value of 10 and the text 'Family Medical Leave'. A message box at the bottom left indicates 'Record created'.

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You should receive the message ‘Record created’. Remember you have only created the Family Medical Leave record with a correct valid end date. Infotype 2013 (Quota Corrections) must be created to increase the number of hours.

PA61 - Create Family Medical Leave Quota



9. Type From and To dates.

Personnel no. 85
Name Karen Lipscomb
EE group 1 Regular State ... Pers.area
EE subgroup UE Employee Cost Center

Working times Weekly calendar/addtl data

Infotype text E.
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info

Period
Fr. 04/09/2006 To 040906
Today Curr.week
All Current month
From curr.date Last week
To current date Last month
Curr.period Current Year
Choose

Direct selection
Infotype Absence Quotas STy 10 Family Medical Leave

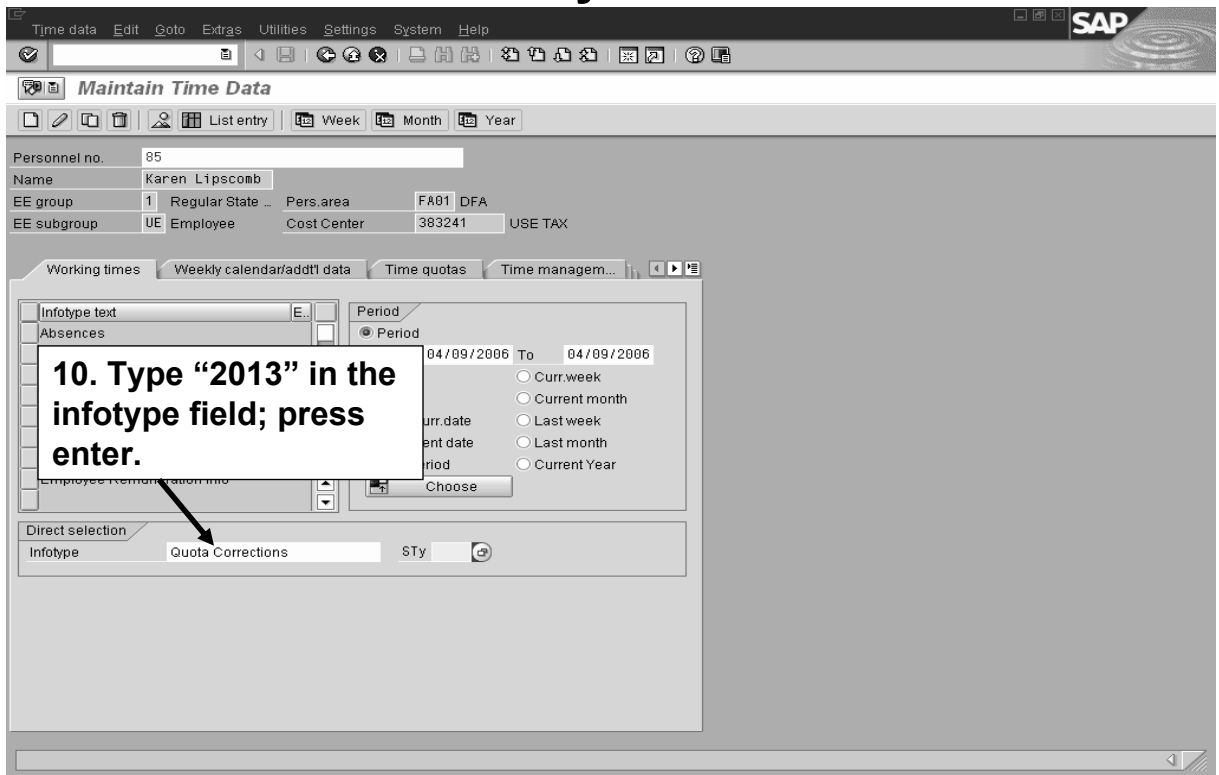
Record created

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The From and To date must be the same. If a date is not entered, the current date will default.

PA61 - Create Family Medical Leave Quota



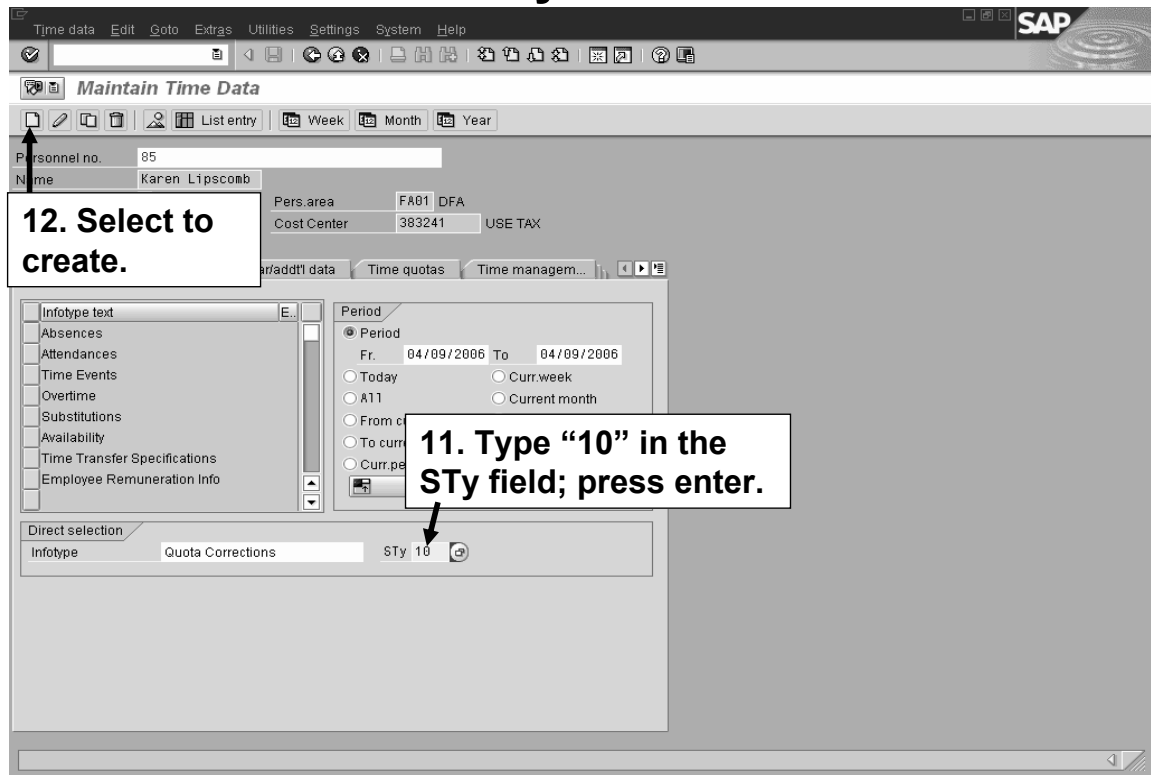
10. Type "2013" in the infotype field; press enter.

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Infotype 2013 is Quota Corrections.

PA61 - Create Family Medical Leave Quota



12. Select to create.

11. Type "10" in the STy field; press enter.

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Personnel no. 85

Name Karen Lipscomb

Pers.area FA01 DFA

Cost Center 383241 USE TAX

Infotype text

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Fr. 04/09/2006 To 04/09/2006

Today

From c

To curr

Curr.pe

Period

Fr. 04/09/2006 To 04/09/2006

Today

From c

To curr

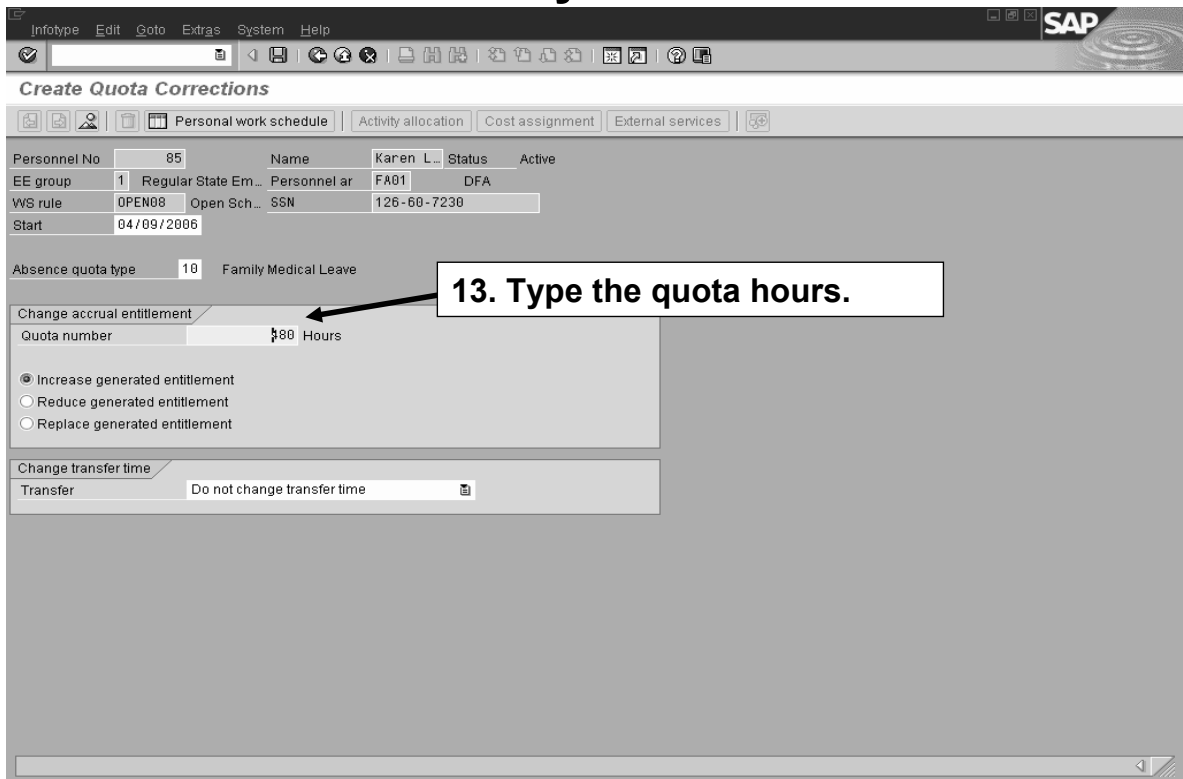
Curr.pe

Direct selection

Infotype Quota Corrections

STy 10

PA61 - Create Family Medical Leave Quota



Create Quota Corrections

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No. 85 Name Karen L. Status Active
 EE group 1 Regular State Em... Personnel ar FA01 DFA
 WS rule OPEN08 Open Sch... SSN 126-60-7230
 Start 04/09/2006

Absence quota type 10 Family Medical Leave

Change accrual entitlement
 Quota number 88 Hours

☒ Increase generated entitlement
☐ Reduce generated entitlement
☐ Replace generated entitlement

Change transfer time
 Transfer Do not change transfer time

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Standard limit for Family Medical Leave (FML) is 480 hours (12 weeks) during a calendar year. Family Medical Leave is created to allow multiple absence types to be used.

PA61 - Create Family Medical Leave Quota

The screenshot shows the SAP 'Create Quota Corrections' interface. At the top, there's a menu bar with 'Info type', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Quota Corrections'. Below the title, there are tabs for 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The 'Personal work schedule' tab is active.

The form contains the following data:

| | | | | | |
|--------------|------------|---------------------|--------------|-------------|--------|
| Personnel No | 85 | Name | Karen L... | Status | Active |
| EE group | 1 | Regular State Em... | Personnel ar | FA01 | DFA |
| WS rule | OPEN08 | Open Sch... | SSN | 126-60-7230 | |
| Start | 04/09/2006 | | | | |

Below the form, there's a section for 'Absence quota type' with a value of '10' and the text 'Family Medical Leave'.

Two callouts are present:

- Callout 14:** A white box with black text that says '14. Choose 'Increase generated entitlement' if not selected.' It has an arrow pointing to the 'Increase generated entitlement' radio button.
- Callout 15:** A white box with black text that says '15. Select 'Only transfer quota correction immediately'.' It has an arrow pointing to the 'Only transfer quota correction immediately' option in the 'Change transfer time' dropdown menu.

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PA61 - Create Family Medical Leave Quota

SAP

Infotype Edit Goto Extras System Help

Create Quota Corrections

Personal work sc

16. Select to validate

17. Select to save.

| | | | |
|--------------|-------------|--------|--------|
| Name | Karen L. | Status | Active |
| Personnel ar | FA01 | DFA | |
| SSN | 126-60-7230 | | |

Absence quota type 10 Family Medical Leave

Change accrual entitlement

Quota number 480 Hours

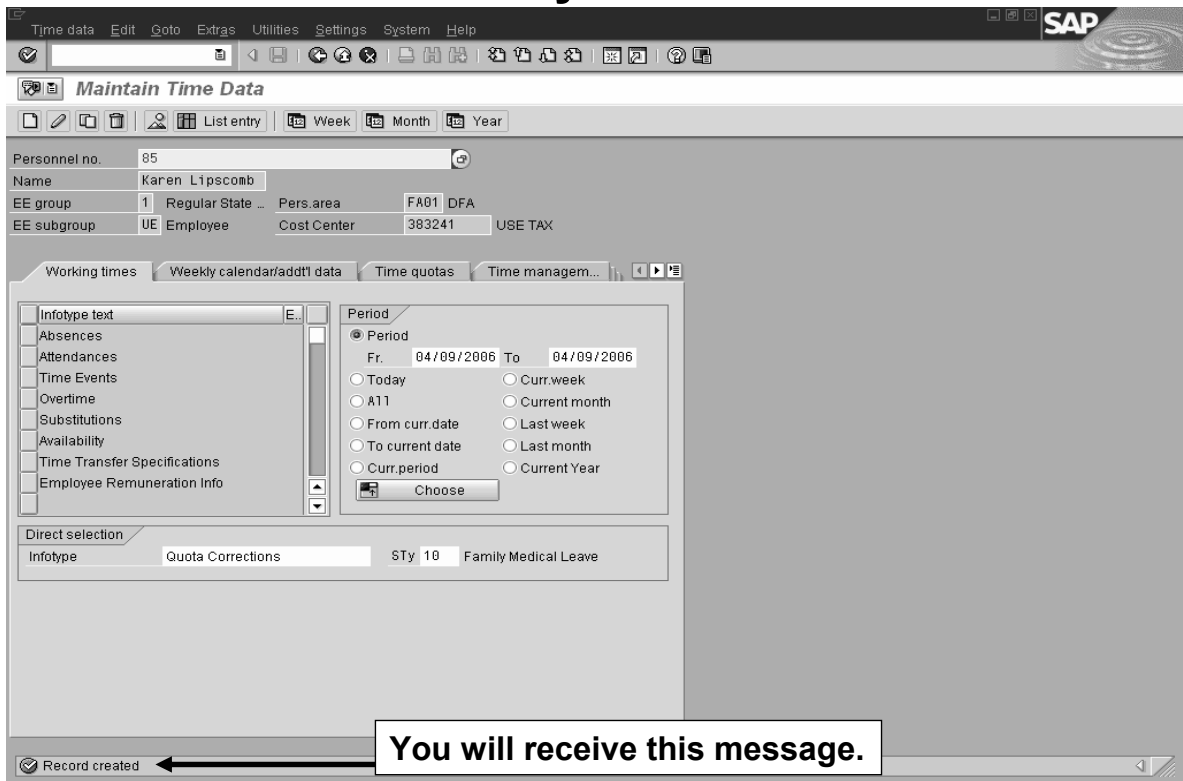
☒ Increase generated entitlement
☐ Reduce generated entitlement
☐ Replace generated entitlement

Change transfer time

Transfer Only transfer quota correction immediately

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PA61 - Create Family Medical Leave Quota



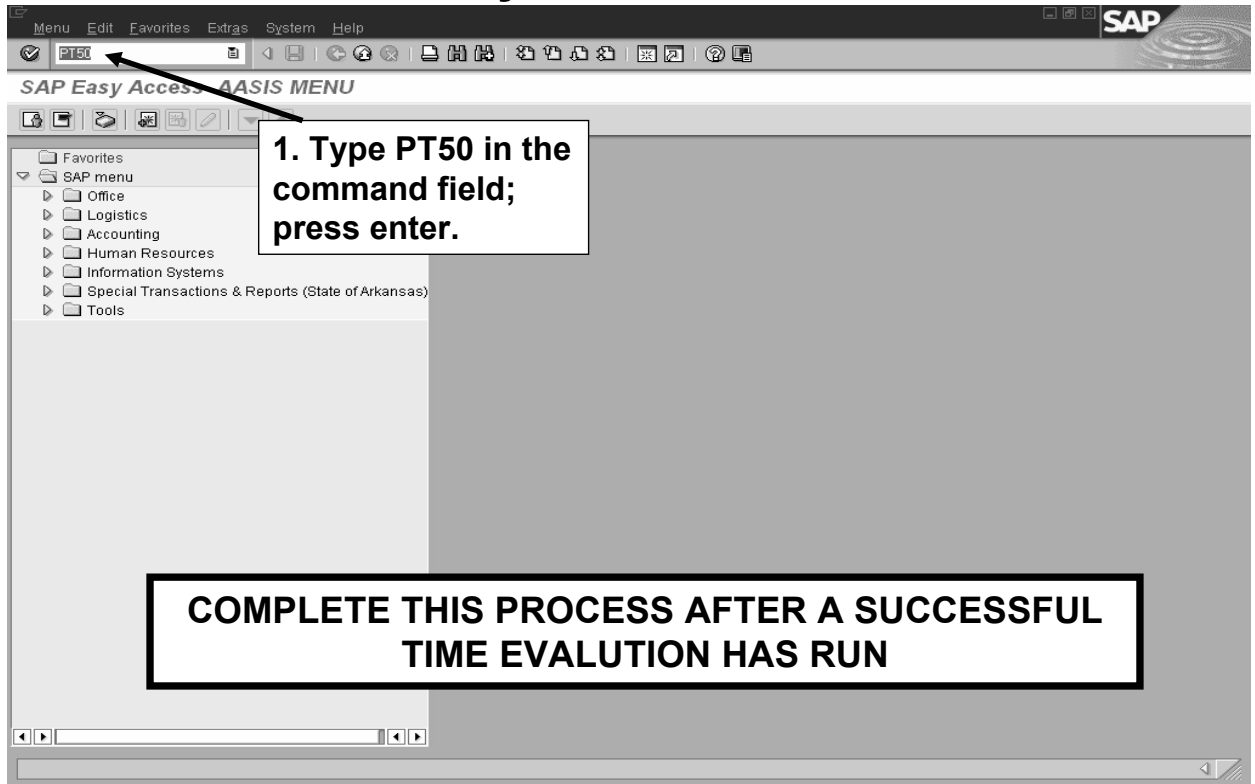
The screenshot shows the SAP PA61 - Create Family Medical Leave Quota screen. The top menu bar includes Time data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The SAP logo is in the top right corner. Below the menu bar is a toolbar with various icons. The main area is titled "Maintain Time Data" and contains a list of fields for personnel data: Personnel no. (85), Name (Karen Lipscomb), EE group (1 Regular State ...), Pers.area (FA01 DFA), EE subgroup (UE Employee), Cost Center (383241), and USE TAX. Below these fields are tabs for Working times, Weekly calendar/addtl data, Time quotas, and Time managem... The Time quotas tab is selected. On the left, there is a list of infotype text options: Absences, Attendances, Time Events, Overtime, Substitutions, Availability, Time Transfer Specifications, and Employee Remuneration Info. On the right, there is a "Period" section with a date range from 04/09/2006 to 04/09/2006 and several radio button options: Today, Curr.week, A11, Current month, From curr.date, Last week, To current date, Last month, Curr.period, and Current Year. A "Choose" button is at the bottom of the Period section. Below the Period section is a "Direct selection" section with a dropdown menu for Infotype (Quota Corrections), a text field for STy (10), and a text field for Family Medical Leave. At the bottom left, there is a "Record created" message with a checkmark icon. A large white box with black text "You will receive this message." is overlaid on the bottom right of the screen.

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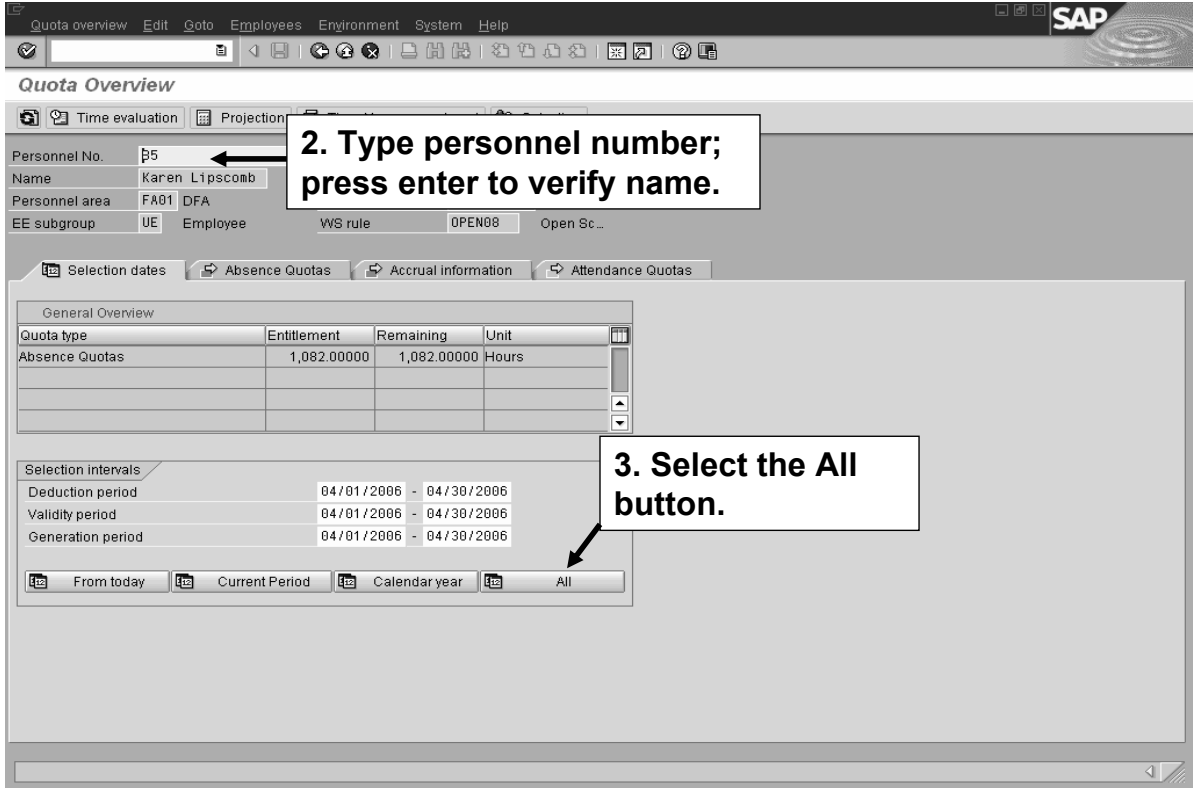
Remember Family Medical Leave will not be available for use until a successful Time Evaluation has run.

PT50 - Family Medical Leave Quota



**COMPLETE THIS PROCESS AFTER A SUCCESSFUL
TIME EVALUATION HAS RUN**

PT50 - Family Medical Leave Quota



2. Type personnel number; press enter to verify name.

3. Select the All button.

| Quota type | Entitlement | Remaining | Unit |
|----------------|-------------|-------------|-------|
| Absence Quotas | 1,082.00000 | 1,082.00000 | Hours |

| Selection intervals | |
|---------------------|-------------------------|
| Deduction period | 04/01/2006 - 04/30/2006 |
| Validity period | 04/01/2006 - 04/30/2006 |
| Generation period | 04/01/2006 - 04/30/2006 |

From today Current Period Calendar year **All**

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PT50 - Family Medical Leave Quota

4. Choose the 'Absence Quota' tab.

| Tot. | AbQuotaTyp | Quota text | Entitl. | Requested | Rem. | Compens. | Deduction from | Deduction to | Valid From | End Date |
|------|------------|--------------------|-----------|-----------|-----------|----------|----------------|--------------|------------|----------|
| | 01 | Annual Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | | | | |
| | 02 | Sick Leave | 248.00000 | 0.00000 | 248.00000 | 0.00000 | | | | |
| | 05 | Holiday Leave | 88.00000 | 0.00000 | 88.00000 | 0.00000 | | | | |
| | 07 | Employee Birthday | 8.00000 | 0.00000 | 8.00000 | 0.00000 | | | | |
| | 08 | Catastrophic Leave | 10.00000 | 0.00000 | 10.00000 | 0.00000 | | | | |
| | 10 | Family Medical Le. | 480.00000 | 0.00000 | 480.00000 | 0.00000 | | | | |

6. Click to expand.

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You will be able to view the total hours of Family Medical Leave (FML) the employee is entitled.

Note: Click the expand button to verify the validity of the record.



PT50 - Family Medical Leave Quota

Quota overview

Edit

Goto

Employees

Environment

System

Help

SAP

Quota Overview

Time evaluation

Projection

Time Management pool

Selection

Personnel No.

85

Name

Karen Lipscomb

Personnel area

FA01 DFA

Cost Center

383241

USE TAX

EE subgroup

UE

Employee

WS rule

OPEN08

Open Sc...

Selection dates

Absence Quotas

Accrual information

Attendance

| Tot. | AbQuotaTyp | Quota text | Entitl. | Requested | Rem. | Co | | | | End Date |
|------|------------|----------------------|-----------|-----------|-----------|---------|------------|------------|------------|----------|
| | | | 88.00000 | 0.00000 | 88.00000 | 0.00000 | 09/01/2003 | 12/31/9999 | 09/01/2003 | 12/31/99 |
| | 07 | Employee Birthday | 8.00000 | 0.00000 | 8.00000 | 0.00000 | | | | |
| | | | 8.00000 | 0.00000 | 8.00000 | 0.00000 | 05/05/2004 | 12/31/9999 | 05/05/2004 | 12/31/99 |
| | 08 | Catastrophic Leave | 10.00000 | 0.00000 | 10.00000 | 0.00000 | | | | |
| | | | 10.00000 | 0.00000 | 10.00000 | 0.00000 | 12/01/2003 | 12/31/9999 | 12/01/2003 | 12/31/99 |
| | 10 | Family Medical Le... | 480.00000 | 0.00000 | 480.00000 | 0.00000 | | | | |
| | | | 480.00000 | 0.00000 | 480.00000 | 0.00000 | 04/09/2006 | 12/31/2006 | 04/09/2006 | 12/31/20 |

Selection intervals

Validity period

08/18/2003 - 12/31/9999

Deduction period

08/18/2003 - 12/31/9999

Collapse

Entitlement

Deduction

Quota record

Note: Use your bottom and side scroll bars to view the Deduction from and to fields for Family Medical Leave quota.

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PT50 - Family Medical Leave Quota

Quota Overview

Personnel No. Name

Personnel area Cost Center USE TAX

EE subgroup Employee

Selection dates Absence Quotas **Accrual information** Attendance Quotas

| Date | AbQuotaTyp | Quota text | Unit | Generated | Accrued | Transferred | Correct |
|------------|------------|----------------------|-------|-----------|---------|-------------|---------|
| 03/15/2006 | 01 | Annual Leave | Hours | 4.00000 | 4.00000 | 0.00000 | |
| 03/15/2006 | 02 | Sick Leave | Hours | 4.00000 | 4.00000 | 0.00000 | |
| 03/31/2006 | 01 | Annual Leave | Hours | 4.00000 | 0.00000 | 8.00000 | |
| 03/31/2006 | 02 | Sick Leave | Hours | 4.00000 | 0.00000 | 8.00000 | |
| 04/09/2006 | 10 | Family Medical Le... | Hours | 480.00000 | 0.00000 | 480.00000 | |

Generation period

5. Choose the Accrual Information tab.

Note: Use your side scroll bar to view the Family Medical Leave quota.

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System Generated Quota Corrections - FMLA

Time Sheet: Data Entry View

Personnel Number 50 Tammie Webb Cost Ctr 383250 dfa

Data Entry Period 01/04/2004 - 01/17/2004

| LT | CO | WA | Wa | Total | SU | From | To | MO | From | To | TU | From | To | WE | From | To | TH | From | To | FR |
|----|-----|------|----|-------|------|------|----|------|------|----|------|------|----|------|------|----|------|------|----|----|
| | | | | 80.00 | 8.00 | | | 8.00 | | | 8.00 | | | 8.00 | | | 8.00 | | | |
| | ARK | FMLA | | 28.00 | | | | 8.00 | | | 8.00 | | | | | | | | | |
| | ARK | FMLS | | 28.00 | | | | | | | | | | 8.00 | | | 8.00 | | | |
| | ARK | FMLL | | 24.00 | | | | | | | | | | | | | | | | |

DEMONSTRATION PURPOSES ONLY

Data entry view Release view Variable view Entry 1 of 4

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After the quota has been created and a successful time evaluation has run, the time management personnel may enter the appropriate Family Medical Leave absence type on the CATS time sheet. **Please review QRC Guide in HRTRC courseware for a complete list of absence types.**

Once the leave has been approved, transferred and evaluated, you can view how the leave is deducted on PT50 – Quota Overview.



System Generated Quota Corrections - FMLA

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 50
Name Tammie Webb
Personnel area FA01 DFA Building Cost Center 383250 DFA
EE subgroup UE Employee WS rule MF01 5x8 Mon...

Selection dates Absence Quotas Accrual information Attendance Quotas

General Overview

| Quota type | Entitlement | Remaining | Unit |
|----------------|-------------|-----------|-------|
| Absence Quotas | 968.00000 | 912.00000 | Hours |
| | | | |
| | | | |

Selection intervals

| | |
|-------------------|-------------------------|
| Deduction period | 08/18/2003 - 12/31/9999 |
| Validity period | 08/18/2003 - 12/31/9999 |
| Generation period | 08/18/2003 - 12/31/9999 |

From today Current Period Calendar year All

1. Type personnel number;
press enter to verify name.

2. Select the All
button.

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These examples are to show how Family Medical Leave is deducted once the employee has used hours from the quota.



System Generated Quota Corrections - FMLA

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 50
Name Tammie Webb
Personnel area FA01 DFA Building
EE subgroup UE Employee

Cost WS

3. Select Absence Quotas tab.

Selection dates Absence Quotas Accrual information Attendance Quotas

| Tot... | AbQuotaTyp | Quota text | Entitl. | Requested | Rem. | Compens. | Deduction from | Deduct |
|--------|------------|----------------------|-----------|-----------|-----------|----------|----------------|--------|
| Σ | 07 | Employee Birthday | 8.00000 | 0.00000 | 8.00000 | 0.00000 | | |
| Σ | 10 | Family Medical Le... | 880.00000 | 0.00000 | 880.00000 | 0.00000 | | |

Selection intervals

Validity period 08/18/2003 - 12/31/9999

Deduction period 08/18/2003 - 12/31/9999

Expand

4. Select to find FML quota

5. Select expand.

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System Generated Quota Corrections - FMLA

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 50
Name Tammie Webb
Personnel area FA01 DFA Building Cost Center 383250 DFA
EE subgroup UE Employee W/S rule MF01 5x8 Mon...

Selection dates Absence Quotas Accrual information Attendance Quotas

| Tot... | AbQuotaTyp | Quota text | Entitl. | Requested | Rem. | Compens. | Deduction from | Deduct |
|--------|------------|------------|-----------|-----------|-----------|----------|----------------|---------|
| | | | 400.00000 | 0.00000 | 400.00000 | 0.00000 | 09/01/2003 | 12/31/2 |
| | | | 400.00000 | 0.00000 | 400.00000 | 0.00000 | 01/01/2004 | 12/31/2 |

Selection intervals

Validity period 08/18/2003 - 12/31/9999

Deduction period 08/18/2003 - 12/31/9999

Collapse Entitlement Deduction Quota record

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The entitlement and remaining column is automatically reduced each time an employee is absent from work using the Family Medical Leave absence types. All absence types related to the Family Medical Leave will reduce the entitlement balance.



System Generated Quota Corrections - FMLA

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Time Management pool Selection

Personnel No. 50
Name Tammie Webb
Personnel area FA01 DFA Building Cost Center 383250
EE subgroup UE Employee WS rule MF01

6. Choose the Accrual information tab

Selection dates Absence Quotas Accrual information Attendance Quotas

| Date | AbQuotaTyp | Quota text | Unit | Generated | Accrued | Transferred | Correct |
|------------|------------|----------------------|-------|-----------|---------|-------------|---------|
| 01/01/2004 | 10 | Family Medical Le | Hours | 180.00000 | 0.00000 | 180.00000 | |
| 01/05/2004 | 10 | Family Medical Le... | Hours | 8.00000- | 0.00000 | 8.00000- | |
| 01/06/2004 | 10 | Family Medical Le... | Hours | 8.00000- | 0.00000 | 8.00000- | |
| 01/07/2004 | 10 | Family Medical Le... | Hours | 8.00000- | 0.00000 | 8.00000- | |
| 01/08/2004 | 10 | Family Medical Le... | Hours | 8.00000- | 0.00000 | 8.00000- | |
| 01/09/2004 | 10 | Family Medical Le... | Hours | 8.00000- | 0.00000 | 8.00000- | |
| 01/12/2004 | 10 | Family Medical Le... | Hours | 8.00000- | 0.00000 | 8.00000- | |

Generation period 08/18/2003 - 12/31/9999

Correction

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For each day that was recorded into CATS for Family Medical Leave, after a successful time evaluation, the system will generate and transfer hours with a minus (-) sign indicating hours used.

Click the cancel icon  to return to the main menu.